



*American Embassy  
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Fax No. 91-11-24198278  
E-Mail address – [newdelhibids@state.gov](mailto:newdelhibids@state.gov)*

October 18, 2016

To: Prospective Quoters

Subject: Request for Quotations number S-IN650-17-Q-0002

Enclosed is a Request for Quotations (RFQ) for professional trash removal services for collection, transportation and disposal of the gardening garbage, general office trash, construction debris including bio-degradable and non-biodegradable materials from chancery/Annex, Enclave at American Embassy and American Center compounds, New Delhi. If you would like to submit a quotation, please refer to Section 3 and READ carefully Solicitation Provisions in order to understand how to submit a proposal and submit it at [newdelhibids@state.gov](mailto:newdelhibids@state.gov). Quotation not complying with the requirements specified in Section 3 may be deemed as incomplete and may be excluded from further consideration.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation. We intend to award a contract order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

The Embassy intends to conduct a pre-quotation site inspection at American Embassy, gate#7, Nyay Marg, Chankyapuri, New Delhi - 110001 on November 2<sup>nd</sup>, 2016 at 11.00 A.M., and all prospective offerors are invited to attend. Interested parties must register the participants' names with Mr. Rajender by e-mail to [xrajender@state.gov](mailto:xrajender@state.gov) by October 28, 2016. This information must be provided in advance in order to ensure access to the conference site and adequate seating for the conference attendees. Due to parking restrictions, participants are advised to arrive early, so that they can park their vehicles on their own and walk down to the designated meeting location specified above. No substitutes or additional persons may attend the conference and site visit. See Section 3 – "Addendum to Solicitation Provisions" of the attached solicitation, for complete details.

**In order for a quotation to be considered, you must also complete and submit the following to the undersigned by the designated time and date:**

1. Blocks 12, 17a, 30a, 30b and 30c of the covering SF-1449
2. The Price Schedules in Section 1
3. Section 5 on Representations and Certifications
4. All additional information requested for in Section 3

Your quotation must be submitted with the contracting officer only at [newdelhibids@state.gov](mailto:newdelhibids@state.gov) with the subject line "**Solicitation for Professional trash removal services for collection, transportation and disposal of the Gardening garbage, General office trash, Construction debris including Bio-degradable and Non-biodegradable materials from American Embassy, New Delhi, India**" on or before 1700 hours, November 7, 2016. No quotation will be accepted after this time. Quotation submitted on some other e-mail address shall not be taken into consideration. Quotations received after the due time and date shall be dealt with in accordance with the procedures in FAR provision 52.212-1(f).

The Contracting Officer reserves the right to reject any and all quotations and to waive any informality in quotations received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this solicitation to undersigned at [vukotav@state.gov](mailto:vukotav@state.gov) **during** regular business hours.

This solicitation requires registration with the System for Award Management (SAM) prior to award, pursuant to applicable regulations and guidelines. Registration information can be found at [www.sam.gov](http://www.sam.gov).

Sincerely,  
  
Vanja Vukota  
Contracting Officer